

**A. GENERAL REQUIREMENTS FOR FS E&T****WAC 388-444-0005 The food stamp employment and training (FS E&T) program-  
-General requirements.**

- (1) To receive food assistance some clients must register for work and if required by the department, must participate in the food stamp employment and training (FS E&T) program.
- (2) Clients who must register for work and may be required to participate in FS E&T are called nonexempt clients. All other members of the food assistance unit are called exempt clients.
- (3) All nonexempt members of the food assistance unit are registered for work by the department, at the first food assistance application and once every twelve months thereafter. A person who enters an existing assistance unit will be registered for work and FS E&T, if not exempt.
- (4) Clients must comply with all FS E&T program requirements as provided in subsection (5) of this section. Failure to comply without good cause will disqualify the client from receiving food assistance:
  - (a) Good cause rules are provided in WAC 388-444-0050; and
  - (b) Disqualification rules are provided in WAC 388-444-0055.
- (5) Nonexempt clients are required to:
  - (a) Report to DSHS or the service provider and participate as required;
  - (b) Provide information regarding employment status and availability for work as requested;
  - (c) Report to an employer when referred by DSHS; and
  - (d) Accept a bona fide offer of suitable employment. Unsuitable employment is defined in WAC 388-444-0060.
- (6) A nonexempt client will participate in one or more of the following activities:

- (a) Job search;
  - (b) General education development (GED) classes; or
  - (c) English as second language (ESL) classes.
- (7) A client is not required to participate in FS E&T activities more than one hundred twenty hours in a month. Hours of participation may include a combination of FS E&T activities as described in subsection (6) of this section and hours worked for pay, either cash or in-kind.

### CLARIFYING INFORMATION

1. Nonexempt clients are food assistance clients, who must participate in the Food Stamp Employment and Training Program (FS E&T). They are divided into four groups:

- ABAWDs** Non-exempt able-bodied adults ages 18 through 49 without dependents are required to participate in specific activities to maintain food stamp eligibility and avoid the three month time limit . Exemptions for ABAWDs are different than other FS E&T clients. **See Section E - ABAWDs for more detail.**
- FAP ABAWDs** Non-exempt able-bodied adults ages 18 through 49 without dependents who receive food assistance from the State Food Assistance Program (FAP) e.g., not eligible for the federal program because she/he is a recent immigrant. SEE WAC 388-424-0020. These clients have the same three month time limit restrictions as the ABAWDs. Exemptions for these clients are different than other FS E&T clients. **See Section E- ABAWDs for more detail.**
- Non-ABAWDs** All other non-exempt clients age 16 through 59 must participate in specific work or training activities or may be disqualified from food assistance. There is no time limit for these clients.
- FAP NON-ABAWDs** All other non-exempt clients ages 16 through 59 who are receiving food assistance from the State Food Assistance Program

(FAP) must participate in work or training activities or may be disqualified from receiving food assistance. There is no time limit for these clients.

2. A nonexempt client is required to participate in one of the following work or training activities: Combined activities cannot equal more than 120 hours a month as provided in WAC 388-444-0005.

ABAWD and FAP ABAWD Participants	
REQUIREMENTS	NOTES
<b>Workfare</b> which includes:	This component assists clients in job search by requiring full time (30 hours a week) of intensive job search activities as determined by the department.
<ul style="list-style-type: none"><li><b>Job Search</b> (30 hours a week) for two months</li></ul>	Clients who participate in job search during the first month meet the FS E&T requirements, and the ABAWD work requirements. If the clients fail to participate, they use a month of their non-qualifying months.  Job Search services are available in the second month, in addition to mandatory Workfare (unpaid work in the community).
<ul style="list-style-type: none"><li><b>Unpaid work</b> in the community (16 hours a month) added to Job Search in the second month</li></ul>	The unpaid work is offered to allow clients to meet ABAWD work requirements. See WAC 388-444-0030.
<b>Basic education</b> <ul style="list-style-type: none"><li>General Education Development (GED)</li><li>Adult Basic Education (ABE)</li><li>English as a Second Language (ESL)</li></ul>	20 hours a week. If the classes are not 20 hours or more a week, the 15% exemption may be used. See Section E. – ABAWDs for details.
<b>Vocational Training</b>	Participation must be at least 20 hours a week.
<b>Internships</b>	
<b>Work Experience</b>	
Non-ABAWD and FAP Non-ABAWD Participants	
<b>Job Search</b>	Full time (30 hours a week) for two months
<b>Educational Activities</b>	Participation in educational activities must

<ul style="list-style-type: none"><li>• GED</li><li>• ABE</li><li>• High School (HS)</li><li>• ESL</li><li>• Vocational Training</li></ul>	be at least half-time as defined by the educational institution.
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**WORKER RESPONSIBILITIES**

1. Search for the client in JAS using the JAS 19 (Client Search/Add) Screen by social security number or client ID. If the client is not found, add the client to JAS by pressing function key PF5, and fill in the blank fields.
2. Open the client in the JAS system using the JAS 01 (Case Open) Screen.
3. Refer the client for E&T services by entering the JAS 03 (Component Activity) Screen with the '**RF**' code, the date that the client is referred, and the date that the client is to begin the job search activities.
4. Provide the client with the Food Stamp E&T Plan by using the JAS 10 (Employment Plan) Screen. Enter the Date, Time and Location where the client will go for job search. Review the plan with the client, and have the client sign it. Place a copy in the client file.
5. Depending on the client status (ABAWD or non-ABAWD), provide the client with the information brochure Need Help Finding a Job? - DSHS 22-227(X) or 22-228 (X)

**JAS (JOBS AUTOMATED SYSTEM) PROCEDURES**

For details see the JAS Manual online (<http://intra.dshs.wa.gov/esa/esaintra/wfdiv.htm>)

A client receiving food assistance has two identifiers in the JAS system to distinguish them from clients receiving cash assistance:

1. The third character of the client case number has a \$ (i.e., 68\$005937485), and;
2. The Food Stamp Type (ABAWD, non-ABAWD).